

~~CONFIDENTIAL~~

4 February 1964

MEMORANDUM FOR: Deputy Assistant Director/CR

SUBJECT : Reduction in Ceiling

REFERENCE : Your memorandum dated 31 January 1964;
same subject

1. Four (4) T/O positions in the present Typing Section of the Analysis Branch can be eliminated when DARE reproduction of Intellofax cards becomes operational. Our previous estimate provided for four (4) typist positions going to the DARE operation, two (2) to the Publications Indexing operation and the remaining three (3) being discontinued. We believe that as we shake down in the DARE Operation and review the typing requirements for publications, one (1) more typist position may be eliminated.

2. In addition to the above, the Document Division recommends the following reductions if required:

A. One GS-9 position in the Special Dissemination Section. When this section of 9 positions was merged into the Document Division from OCL, more than 80 hours of overtime were required each week to disseminate and distribute the material in accordance with the needs of the offices we service. It was estimated that two more positions were needed to provide enough scheduled work time to eliminate this overtime. In addition one (1) T/O position was transferred from the Analysis Branch to the Special Section to take care of the dissemination and distribution of T-KH material - a responsibility transferred from NPIC without a T/O position.

We now estimate the schedules can be met in the Special Section with most of the overtime eliminated with a T/O of 11 - or the elimination of one GS-9 from the present T/O of 12.

B. Two GS-9 analyst positions in the Analysis Branch by the elimination of the indexing of non-CIA collateral cables. This is a question of determining the value of this file being maintained in the CIA Library on an experimental basis.

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Chief, Document Division